

## Carryover Certification Form Instructions

The Carryover Certification Form is used to calculate and certify final carryover amounts only for Reimbursable Sales/Fixed Fee (RSFF) projects without advances (Fund Code 97) and with formal agreements. Carryover for WIP reimbursable projects will be calculated by the CBS automated carryover process. Carryover for RSFF projects with advances (Fund Code 96) will be calculated by a Finance Office query and based on available cash balances for eligible projects at year end.

Once final fiscal year end funding balances are available, FMC reimbursable users should complete a Carryover Certification Form and a Reimbursable Allotment/UCO Request Form for each of their reimbursable agreements in Fund 97 with multi-year funding authority balances and periods of performance extending into the next fiscal year. These forms should be submitted to the Line Office or Staff Office reimbursable contact who will review and submit the requests to the Finance Accounts Receivable Branch. Finance will review the carryover submissions and notify the Line/Staff Office reimbursable contact of their final carryover calculations. Finance will forward the Reimbursable Allotment/UCO Request Form and the request to the NOAA Budget Office to record the carryover allotment.

The following table describes the information that should be entered for each field on the Carryover Certification Form.

<u>Field Name</u>	<u>Description</u>
<i>NOAA Line Office</i>	Name of the NOAA Line Office.
<i>Reimbursable Agreement Number(s)</i>	The Reimbursable Agreement Number(s) identifying the agreement(s) that extends into the next fiscal year. If there are multiple agreements, list all agreements here. Individual agreement/modification combinations should be listed in the table below.
<i>Fund Code</i>	The fund code of the Reimbursable Sale Fixed Fee project. Only non-advance (Fund 97) Reimbursable Sale Fixed Fee projects with agreements should have a carryover certification form completed.
<i>Program Code</i>	The program code supported by the reimbursable agreement.
<i>Project Code</i>	The CBS project code supported by the reimbursable agreement. A separate sheet should be used for each project if there is more than one project supported by the reimbursable agreement.
<i>Project Name</i>	The name associated with the CBS Project Code cited above.

<b><i>Customer/Contact Number</i></b>	The CBS Customer and contact number identifying the agency, company, or other organization that is transferring the funds to NOAA.
<b><i>Customer Name</i></b>	The name of the customer organization providing funds under the reimbursable agreement.
<b><i>Type of Funding</i></b>	Indicate how long the funds are available for use (2 years, 3 years, no year money).
<b><i>Year</i></b>	Fiscal year of the agreement/modification.
<b><i>Agreement No./Mod No.</i></b>	List the reimbursable agreement/modification applicable for each line of funding. Each unique combination of reimbursable agreement and modification should be identified.
<b><i>New Funding</i></b>	Amount of funding provided in that year for the reimbursable agreement/modification.
<b><i>Prior Year Carryover</i></b>	Amount of any funds that were carried over from the previous fiscal year.
<b><i>Accrued Costs</i></b>	Costs incurred for the fiscal year.
<b><i>Undelivered Orders</i></b>	Amount of undelivered orders remaining at the end of the fiscal year.
<b><i>Carryover</i></b>	Calculate (New Funding + Prior Year Carryover - Accrued Costs - Undelivered Orders) and the result is your carryover amount to be entered here.
<b><i>Direct project to be charged if current year costs exceed actual carryover</i></b>	Costs that are in excess of the actual carryover will be charged to this project. <b><i>Carryover Certification forms that do not cite a direct project will be returned by the Finance Office.</i></b>
<b><i>Allotment Distribution</i></b>	For each quarter, the amount the NOAA Budget Office should establish as the allotment for the project. The total of the four quarters should not exceed the total carryover. (The allotment for any new funding will be entered from the data on the Reimbursable Allotment/UCO Request Form.)
<b><i>Name and Date</i></b>	Signed, typed, or printed name of preparer and the date signed.
<b><i>Title and Email Address</i></b>	Title and email address of the preparer.
<b><i>Reviewed by NOAA Finance Office section:</i></b>	

***Carryover computed by LO***

The carryover amount computed by the FMC and approved by Line/Staff Office should be entered on this line.

***Carryover computed by Finance***

The carryover amount computed and approved by Finance. If this amount differs from the amount computed by the FMC and their Line/Staff Office, Finance will notify the LO/SO reimbursable contact to resolve any issues and request an updated Reimbursable Allotment/UCO Request Form if required.

***Financial Analyst Name and Date***

Signed, typed or printed name of the Finance Office reviewing analyst and the date signed.